
Auburn University Job Description

Job Title:	Coord, HR Development	Job Family:	No Family
Job Code:	EB38	Grade 32:	\$35,000 - \$58,400
FLSA status:	Non-exempt		

Job Summary

Responsible for the coordination and administration of various human resources development programs and activities.

Essential Functions

1. Coordinates and provides administration for training room preparation and maintenance to support facilitators and learners to include: catering, producing handouts and required course documentation, equipment operation, and maintaining historical file of course documentation and equipment set-up.
2. Completes the necessary administration functions to prepare and schedule employees for training.
3. Serves as administrator for the HRD learning management system (LMS); loads courses, assists with registration, formats and disseminates reports and course evaluations, generates and processes course rosters, compiles course statistics, and addresses technical issues as needed.
4. Coordinates special projects by providing and receiving information from internal stakeholders and tracking the progression of projects.
5. Performs specialized technical duties and processes to include coordinating operations and resources of the HR and HRD department, i.e., Bright Sign, computers, A/V equipment, web conference system, laptops, Zoom, PANOPTO, ADA compliance equipment.
6. Prepares and maintains inventory of onboarding documents and all of the material components for HRD and Payroll & Benefits departments.
7. Assists with onboarding and new employee orientation to include scheduling, event coordination, and serving as an alternate facilitator.
8. Plans and coordinates meetings and events; coordinates and maintains calendars in Outlook and LMS including scheduling and resolving schedule conflicts for the Auburn University Administrative Complex, HR and HRD departments.
9. Prepares and completes required University administrative forms to support training functions.
10. Oversees the HRD budget and budget resolution operations, requisition departmental FOP codes and submits for collection of course fees. Resolves AP issues with vendors/contractors.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	College degree from an accredited university.
Experience (yrs.)	2	Experience in human resources administration with progressively increasing responsibilities and accountability.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of HR development practices and a learning management system.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 8/21/2017
